

**MAINTENANCE  
WORKER  
WG-4749-08**

**OPERATIONS  
WORKCENTER**

**I. POSITION AND ORGANIZATION INFORMATION****Position:**

Maintenance Worker, WG-4749-08

**Purpose of position:**

Job is established to perform facilities maintenance work primarily involving, in the same job, TWO OR MORE of the trades which perform maintenance and repair of facilities such as buildings, structures, grounds, and related fixtures and utilities.

**Organization:**

Building Trades Br., Maintenance Div.

**Organization goals:**

The purpose of this branch is to provide emergency and scheduled maintenance and repair services.

**II. MAJOR DUTIES****A. Duty (Critical):**

The employee maintains and repairs lighting fixtures and wiring, power fixtures and wiring, power sources, and/or fire alarm systems. Works on the basis of oral instructions, wiring diagrams, and work orders, which indicate the nature of the repair to be made. (5%)

**Tasks:**

1. Makes needed repairs after locating worn, broken, damaged, or poorly operating wiring, controls, fixtures, and equipment. Installs or rearranges items such as outlets, switches, light fixtures, regulators, and circuit breakers to existing systems.
2. Services battery packs for emergency power systems.
3. Uses handtools such as screwdrivers, pliers, wire cutters, soldering irons, and a small variety of test equipment, including test lamps, voltage recording meters, and ammeters.

**Selected Staffing KSAs:**

A1

**B. Duty (Critical):**

Following specific information, locates and makes repairs that can be accomplished by removing, cleaning, replacing, packing, and sealing defective parts of utility, supply, and disposal systems such as dirty traps, sections of broken tile or pipe, and leaky drains using existing routes, openings, hangers, and levels. Completes needed repairs and hooks up to installed systems such things as water heaters, disposal units, and faucets. Maintains records and documents actions. May assist higher graded plumbers or other trades workers as required. (5%)

**Tasks:**

1. Locates, repairs, replaces, cleans, and/or seals traps, sections of defective or broken pipe, leaky drains, faucets, unions and similar joints, fixtures and equipment.
  2. Installs new equipment such as water heaters by hooking up to existing systems.
  3. Measures, cuts, bends, and threads pipe and tile, and properly caulks and seals such things as elbows, union joints, and tiles or pipes, faucets, and shower drains.
- 
4. Prepares records of actions taken and assures documentation is properly signed and coordinated in a timely manner.

**Selected Staffing KSAs:**

A2, A3, A4, A5, A6, A7, A8

**C. Duty (Critical):**

Checks operation and performs preventive inspections to small parts and sections of existing systems such as water heaters, disposal units, and faucets. (5%)

**Tasks:**

1. Checks equipment to ensure proper operation prior to completion of projects.
2. Performs preventive inspections making minor repairs as required.

**Selected Staffing KSAs:**

A2, A3, A4, A5, A6, A7, A8

**D. Duty (Critical):**

Uses and maintains tools such as tapes, rules, hacksaws, hand and power pipe threaders and cutters, packing and caulking irons, and pipe wrenches. (5%)

**Tasks:**

1. Uses, maintains, and accounts for all types of hand and/or power tools, as required, to accomplish assigned duties.

**Selected Staffing KSAs:**

A2, A3, A4, A5, A6, A7, A8

**E. Duty (Critical):**

Utilizes safety practices and procedures following established safety rules and regulations and maintains safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. (5%)

**Tasks:**

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.

2. Informs the supervisor of accidents and/or damage to supplies or equipment or of any observed unsafe practices and/or procedures in a timely manner in accordance with established policies and procedures.

**Selected Staffing KSAs:**

A2, A3, A4, A5, A6, A7, A8

**F. Duty (Critical):**

Performs minor construction and repair on existing structures involving standard measurements, specifications, instructions, and basic shop mathematics. Constructs, installs or repairs items such as scaffolds, panels, bins, pallets, concrete forms, dry walls, sheathing, and roofing decking. Installs exterior and interior trim using preplanned materials such as baseboard, molding, and fascia boards. Replaces broken or missing acoustical ceiling tile, broken door and window trim, window screens, stairway steps, railings, siding, door jambs, and other damaged wood components. (5%)

**Tasks:**

1. Orders and assembles parts and required tools and equipment needed for the job.
2. Interprets specifications such as work orders with sketches or easily understood blueprints and technical instructions to plan and lay out work.
3. Produces finished products that meet established standards.

**Selected Staffing KSAs:**

A9, A10, A11, A12, A13, A14, A15

**G. Duty (Critical):**

Utilizes safety practices and procedures following established safety rules and regulations and maintains a safe and clean environment. Uses and assures proper fit of required safety equipment and clothing. (5%)

**Tasks:**

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
2. Informs the supervisor of accidents and/or damage to supplies or equipment, or of any observed unsafe practices and/or procedures in accordance with established policies and procedures.

**Selected Staffing KSAs:**

A9, A10, A11, A12, A13, A14, A15

**H. Duty (Critical):**

Uses and maintains power and hand tools such as hammers, hand saws, drills, planes, routers, power nailers, etc. (5%)

**Tasks:**

1. Uses, maintains, and accounts for all types of hand and/or power tools

required to accomplish assigned duties.

**Selected Staffing KSAs:**

A11, A13

**I. Duty (Critical):**

Maintains records and documents actions. (5%)

**Tasks:**

1. Prepares records of actions taken and assures documentation is signed and coordinated.

**Selected Staffing KSAs:**

A12

**J. Duty (Critical):**

Assists air conditioning mechanics by performing the simpler and more routine duties of the air conditioning trade and working with the journey level mechanics as instructed. Prepares or gathers all necessary tools and equipment for project or assignment. Prepares worksite (e.g., sets up scaffold, ladders, stands, etc.). Covers work areas with protective materials to prevent damage from soil, grease, or stain marks. Assists in the installation, repair, and modification of air conditioning equipment and systems. Lifts and carries tools, equipment, and air conditioning supplies. Hands tools to mechanic, as required. Tightens connections; makes splices; insulates exposed wires; finds, cleans, and changes filters; and cleans and lubricates small motors and air handler bearings. (5%)

**Tasks:**

1. Prepares worksite and gathers necessary tools and equipment.
2. Assists air conditioning mechanics by supplying appropriate tools, equipment, and work materials.
3. Performs simple and routine tasks of the air conditioning trade.

**Selected Staffing KSAs:**

A16, A17, A18, A19, A20

**K. Duty (Critical):**

Under close supervision, learns to perform the more advanced work of the air conditioning trade as a means of developing trade skills and gaining knowledge of the trade. Learns to read and use work orders, blueprints, sketches, manufacturers' catalogs, repair manuals, and other instructions. Learns to use air conditioning tools and equipment to complete tasks. Learns to find and identify common defects by operating, watching, and listening to the equipment. Learns to properly test, and replace when needed, belts, fans, fuses, small compressors, small condensers, expansion valves, thermostats, coils, refrigerant, and drive assemblies on small systems and units. As training progresses, less supervision is required. (5%)

**Tasks:**

1. Accomplishes work in accordance with instructions provided by higher grade

employee.

**Selected Staffing KSAs:**

A16, A17, A18, A19, A20

**L. Duty (Critical):**

Uses and accounts for all tools and equipment, such as special bending, flaring, and coupling tools, acetylene torches, ammeters, refrigeration gauges, electronic leak detectors, vacuum pumps, and hydraulic presses. Picks up all tools and equipment after completion of project or assignment. Cleans, oils, and greases all tools and equipment. Returns to designated compartments, racks, bins, carts, lockers, etc. Sweeps, dusts, and removes trash to keep work area clean and orderly. (5%)

**Tasks:**

1. Uses all types of hand and/or power tools and equipment required to accomplish duties.
2. Maintains tools, equipment, and work area.
3. Accounts for all tools and equipment.

**Selected Staffing KSAs:**

A16, A17, A19

**M. Duty (Critical):**

Performs shop support work. Working with a journey level mechanic as instructed, prepares record of actions taken on work order requests, preventive maintenance schedules, written instructions, etc., and obtains required coordination and signatures. Requisitions replacement parts, materials, and supplies. Receives supplies and equipment. Validates stock numbers, quantity, and nomenclature on associated paperwork. Notifies supervisor of discrepancies. Stores supplies and equipment in proper bin or rack according to nomenclature, size, and available space. (5%)

**Tasks:**

1. Completes record of action taken and assures documentation is signed and coordinated.
2. Requisitions, receives, validates, and stores supplies and equipment in accordance with instructions.

**Selected Staffing KSAs:**

A16, A17, A21

**N. Duty (Critical):**

Utilizes safety practices and procedures following established safety rules and regulations to maintain a safe and clean work environment. Uses and assures proper fit of required safety equipment and clothing. (5%)

**Tasks:**

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to

employee error or negligence.

2. Observes all safety warnings and instructions.

3. Informs the supervisor, journey level, or higher grade employee of accidents and/or damages to supplies or equipment or of any observed unsafe practices in accordance with established policies and procedures.

**Selected Staffing KSAs:**

A16, A17, A18

---

**O. Duty (Critical):**

Plans and lays out work from blueprints, sketches, specifications, and work orders. Reviews work order requirements to determine the work sequence, selection and use of trade tools and equipment, and type and extent of necessary repairs. Interprets and applies available technical manuals, manufacturer diagrams and specifications. Makes changes to job layout based on on-site inspection of job. Determines the time frame for completing repairs.

(5%)

**Tasks:**

1. Reads appropriate guidelines, manufacturer drawings, diagrams, and technical manuals to determine project requirements.
2. Plans sequence of work by determining work to be done, materials required, and proper tools for the project.

**Selected Staffing KSAs:**

A22, A23, A24, A25

**P. Duty (Critical):**

Performs minor modifications to key and combination locks, latches, safes, and vaults when the security of existing locks have been compromised, e.g., when keys have been lost, too many keys exist for any given lock, or when locks can be opened by other than the specifically grooved key or the exact combination pattern. Combination changes are also performed when there is a change in personnel responsible for security, as required by security regulations, rooms are remodeled, and doors are reversed or new openings are made. Reads and interprets manufacturer drawings and diagrams necessary for minor modifications. Manipulates combination locks when combinations have been lost, feels combination or determines the correct spot at which to drill hole until tumblers can be seen, the combination discovered, or the lock reached and removed by screwdrivers. When keys have been lost opens lock by picking, using standard or improvised tools inserted in the lock core to align the tumblers in the same manner as the key would, permitting the lock to open. Accomplishes minor modifications such as changing complete locking mechanism; changing combination locks by removing the locking mechanisms, establishing new settings, and reinstalling lock mechanisms; replacing cylinders and gears; adding, subtracting, or shortening pin tumblers.

(5%)

**Tasks:**

1. Modifications are made in a timely manner to prevent security violations.
  2. Completes modifications to locks, lock assemblies, and keys.
  3. Calibrates locking mechanisms and keys.
- 

**Selected Staffing KSAs:**

A22, A23, A24, A25, A26, A27, A28

**Q. Duty (Critical):**

Performs full repair cycle of locating trouble, disassembling, repairing, cleaning, reassembling, and reinstalling a wide variety of makes and models of locking devices, as well as locking bolts. Performs operational tests to determine the extent and location of malfunctions. Troubleshoots locking devices typically connected to locking bolts within the container, or other combination locks activated by timing mechanisms. Determines thorough operational tests on which of the components are malfunctioning in the case of lockouts caused by defective parts. Determines precise locations and angles for drilling and/or burning without harming the contents or causing irrevocable damage to the locking mechanisms or the containers. Applies knowledge of a variety of metals in order to select the drill bits or torches to be used in neutralizing the lockouts. Determines the number of wheel tumblers, locates and plots contact point readings on graphs, and determines true centers using a developed sense of "feel" and hearing aids such as stethoscopes to amplify sounds within the lock case. Repairs, replaces, or fabricates defective parts by soldering or brazing broken locking parts together, reshaping or fabricating parts. May also machine parts such as locking bolts and special sized screws using bench lathes and drill presses. May inform personnel in other trades or shops, i.e., welders or painters upon lock repair, the need for their services to restore containers to their original condition or perform the work to be done. Cannibalizes non-serviceable locks to secure salvageable parts for future use. (5%)

**Tasks:**

1. Plans techniques to be used and applies judgment in the selection of tools and accepted trade practices to troubleshoot and neutralize lockouts.
2. Interprets and applies technical manuals, manufacturers diagrams, and specifications while repairing and testing the locking mechanisms.
3. Locates the problem, and makes all necessary repairs/maintenance in a timely manner.

**Selected Staffing KSAs:**

A22, A23, A24, A25, A26, A27, A28

**R. Duty (Critical):**

Makes new keys from duplications, impressions, and key codes from a variety of key blanks. When a pattern is available, places pattern inside key cutting machine and traces new key according to pattern. When key codes are available, uses key combination in duplicating keys. When neither pattern nor key code is available, removes cylinder and measures the length of pins and tumblers and manufactures new key by these dimensions or by the impression method, inserting blank key in lock, obtaining impression from the pins, making file cuts and encodes by applying key gauge to the cuts made. If no blanks are available, uses duplicating machine with milling attachments to cut broaches or shoulders to tolerance. May be required to establish and maintain master key coding system. (5%)

**Tasks:**

1. Measures depths of cuts and pin sizes.
2. Fits keys to locks by changing tumbler pins, setting, and length of pins to open locks.
3. Determines the most effective procedure to follow in each individual case.

**Selected Staffing KSAs:**

A22, A23, A24, A25, A26, A27, A28

**S. Duty (Critical):**

Uses and maintains tools. Maintains bench stock levels of parts, materials, tools, and equipment at prescribed levels. Utilizes hand tools such as small files, chisels, hammers, picks, tweezers, screw drills, punches, and grips. Uses tools and equivalents such as key duplicating machine, jeweler's lathe, bench grinder, combination grinder and buffer, electric drills, acetylene torches, soldering irons and brazing torches, bench lathes, and drill presses to do the work.

(5%)

**Tasks:**

1. Uses, maintains, and accounts for all types of hand and/or power tools required to accomplish assigned duties.
2. Prepares accurate, complete, and up-to-date records of actions taken.

**Selected Staffing KSAs:**

A22, A23, A24, A25, A26, A27, A28

**T. Duty (Critical):**

Utilizes safety and security practices and procedures following established rules and regulations and maintains a safe, clean, and secure work environment. Performs clean-up duties, such as cleaning equipment, sweeping, straightening, and lining up tools and other property in the assigned area.

(5%)

**Tasks:**

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to

employee error or negligence.

2. Adheres to safety and security procedures and regulations and promptly reports any observed or identified violations in accordance with established guidelines.

**Selected Staffing KSAs:**

A22, A23, A24, A25, A26, A27, A28

**U. Other Work Requirements**

---

1. The employee may be required to work overtime.
2. The employee may be recalled to duty.
3. This position requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.

**III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**

**A. Selected Staffing KSAs:**

1. Ability to do the work of the position without more than normal supervision
2. Knowledge of standard plumbing equipment assembly, installation, and repair, to include flow and drainage.
3. Knowledge of technical practices in order to carry out assignments, remove, clean, repair, reinstall, hook up, and replace various parts, fixtures, and joints.
4. Knowledge of safety regulations, procedures, and practices.
5. Skill in removing, repairing, installing, and replacing parts of utility, supply, and disposal systems without more than normal supervision.
6. Skill in using and maintaining tools and equipment such as tapes, rules, hacksaws, hand and power pipe threaders and cutters, packing and caulking irons, and pipe wrenches.
7. Skill in reading and using sketches and work orders.
8. Ability to add, subtract, multiply, divide, and work with simple fractions.
9. A working knowledge of carpentry methods and techniques, and basic shop mathematics.
10. Basic knowledge of material strengths and applications to construct, install, repair, or modify wood structures.
11. Knowledge of safety regulations, practices, and procedures.
12. Knowledge of regulations, procedures, and policies related to records maintenance and documentation.
13. Skill to operate and maintain hand and power tools and equipment.
14. Ability to read and interpret instructions and skill in working from sketches, work orders, and basic blueprints.
15. Ability to plan and layout work according to instructions and skill in measuring, constructing, and installing materials.
16. Ability to follow directions and work closely with others.

17. Ability to follow safety regulations and procedures.
18. Ability to learn technical practices in order to select tools and carry out the air conditioning work assigned.
19. Ability to learn to use and maintain hand tools and equipment such as special bending, flaring, and coupling tools, acetylene torches, ammeters, refrigeration gauges, electronic leak detectors, vacuum pumps, and hydraulic presses.
20. Ability to learn to read and use work orders, blueprints, sketches, manufactures' catalogs, and repair manuals.
- ~~21. Ability to learn to requisition, receive, and store tools, equipment, and supplies.~~
22. Knowledge of the internal structure and operating characteristics to repair and maintain a variety of standard mechanical and combination-type locking devices.
23. Knowledge and ability to select tools and technical diagrams and manuals, determine work sequence, and read and use manufacturer parts catalogs and assembly instructions to obtain replacement parts and make repairs.
24. Knowledge of various types of woods and metals to select appropriate tools and equipment, and familiarity with various key blanks to duplicate or make new keys.
25. Knowledge of safety regulations, practices, and procedures.
26. Skill in keying and rekeying locks and installation of locking devices.
27. Skill in use of small hand tools, as well as the adjustment and use of power tools common to the trade.
28. Ability to perform visual and operational checks; and dexterity and coordination between hands and eyes to remove broken keys from keyways and open standard locks.

**B. Basic Training Competencies:**

1. Ability to do the work of the position without more than normal supervision
2. Knowledge of installation and operation of fixtures, wiring, and controls
3. Ability to read, interpret, and apply blueprints, schematics, technical manuals, NEC, specifications, and wiring diagrams
4. Ability to use hand tools, portable power tools, and a limited variety of test equipment
5. Ability to operate as an electrician with dexterity and safety
6. Knowledge of standard plumbing equipment assembly, installation, and repair, to include flow and drainage.
7. Knowledge of technical practices in order to carry out assignments, remove, clean, repair, reinstall, hook up, and replace various parts, fixtures, and joints.
8. Knowledge of safety regulations, procedures, and practices.
9. Skill in removing, repairing, installing, and replacing parts of utility, supply, and disposal systems without more than normal supervision.
10. Skill in using and maintaining tools and equipment such as tapes, rules,

hacksaws, hand and power pipe threaders and cutters, packing and caulking irons, and pipe wrenches.

11. Skill in reading and using sketches and work orders.

12. Ability to add, subtract, multiply, divide, and work with simple fractions.

13. A working knowledge of carpentry methods and techniques, and basic shop mathematics.

14. Basic knowledge of material strengths and applications to construct, install, repair, or modify wood structures

---

15. Knowledge of safety regulations, practices, and procedures.

16. Knowledge of regulations, procedures, and policies related to records maintenance and documentation.

17. Skill to operate and maintain hand and power tools and equipment.

18. Ability to read and interpret instructions and skill in working from sketches, work orders, and basic blueprints.

19. Ability to plan and layout work according to instructions and skill in measuring, constructing, and installing materials.

20. Ability to follow directions and work closely with others.

21. Ability to follow safety regulations and procedures.

22. Ability to learn technical practices in order to select tools and carry out the air conditioning work assigned.

23. Ability to learn to use and maintain hand tools and equipment such as special bending, flaring, and coupling tools, acetylene torches, ammeters, refrigeration gauges, electronic leak detectors, vacuum pumps, and hydraulic presses.

24. Ability to learn to read and use work orders, blueprints, sketches, manufactures' catalogs, and repair manuals.

25. Ability to learn to requisition, receive, and store tools, equipment, and supplies.

26. Knowledge of the internal structure and operating characteristics to repair and maintain a variety of standard mechanical and combination-type locking devices.

27. Knowledge and ability to select tools and technical diagrams and manuals, determine work sequence, and read and use manufacturer parts catalogs and assembly instructions to obtain replacement parts and make repairs.

28. Knowledge of various types of woods and metals to select appropriate tools and equipment, and familiarity with various key blanks to duplicate or make new keys.

29. Knowledge of safety regulations, practices, and procedures.

30. Skill in keying and rekeying locks and installation of locking devices.

31. Skill in use of small hand tools, as well as the adjustment and use of power tools common to the trade.

32. Ability to perform visual and operational checks; and dexterity and coordination between hands and eyes to remove broken keys from keyways and open standard locks.

#### IV. CLASSIFICATION FACTORS

**Factor 1. Knowledge**

1. - Ability to read, interpret and apply blueprints, schematics, technical manuals, National Electric Code, specifications and related requirements.

- Knowledge of where fixtures, wiring and controls are installed and how they operate.

- Ability to read and follow wiring diagrams.

---

- Skill in removing and replacing fixtures and controls, and in making repairs on such related items as connections and wires.

- Skill in measuring, cutting, and bending wire and conduit to specified lengths and angles.

- Skill in installing and rearranging old or new outlets, circuits, relays, switches and light fixtures in existing systems.

- Skill in the use of hand tools, portable power tools and a limited variety of test equipment.

- Ability to test completed circuits for functionality after repair or installation.

2. -- Knowledge of standard plumbing methods and techniques including a knowledge of flow and drainage.

-- Skill in installing, checking operation, and making repairs to small parts and sections of existing water and sewage systems.

-- Skill in measuring, cutting, bending and threading pipe and tile to replace sections by following existing routes, hangers, and levels without change.

-- Skill in joining and sealing elbows, faucets, shower drains, plastic, metal, and tile pipes, and similar items.

-- Skill in removing, cleaning, and replacing joints and fixtures such as traps, faucets, and unions.

-- Skill in hooking up water heaters, disposal units, and similar equipment to existing systems.

-- Skill in using tools such as tapes, rules, hacksaws, hand and power pipe threaders and cutters, packing and caulking irons, pipe wrenches, and various drain cleaning devices.

-- Skill in reading and using sketches and work orders.

-- Ability to add, subtract, multiply, divide, and work with simple fractions.

3. -- A working knowledge of woodworking techniques and basic shop

mathematics to plan, lay out, measure, cut, construct, and install materials according to dimensional requirements and specifications where fit and accuracy are within specified tolerances.

-- Knowledge of woodworking techniques to prevent splitting, chipping, and splintering of materials and to produce products for which finished appearance is not critical.

-- Basic knowledge of material strengths and applications to construct, install, repair, or modify items such as frame structures, decking, partitions, shelving, doors, forms, siding, and scaffolds.

-- Skill to operate and maintain hand and power tools and equipment such as hammers, hand saws, drills, routers, power saws, power sanders, and planes to produce a serviceable product.

-- Skill in working from sketches, work orders, basic blueprints, and instructions to accomplish carpentry work.

-- Knowledge of safety procedures.

4. -- Basic knowledge of air conditioning trade practices.

-- Ability to learn refrigeration principles, components, assemblies, and common trade practices to assist higher grade workers.

-- Ability to use common hand tools and portable power tools associated with the air conditioning trade.

-- Ability to perform specific tasks in support of higher level work in compliance with specific instructions.

5. -- Knowledge of the internal structure and operating characteristics of a wide range of makes, models, and types of common mechanical locking mechanisms and of their working interrelationships.

-- Knowledge of a variety of metals to select the drill bits or torches to be used in neutralizing the lockouts.

-- Knowledge of master key systems to set up coding systems involving varying types of locks and keyways.

-- Skill to determine precise locations and angles for drilling and/or burning without harming the contents or causing irrevocable damage to the locking mechanisms or the containers based on knowledge of points of least resistance of the lock mechanisms and/or containers.

-- Skill in the manipulation of combination locks as well as picking key locks by determining number of wheel tumblers, locating and plotting contact point readings on graphs, and determining true centers using a developed sense of "feel" and hearing aids such as stethoscopes to amplify sounds within the lock case.

-- Skill in soldering or brazing broken locking parts together, reshaping parts by grinding and filing, fabricating parts when they are not available in stock, such as fences, dial posts, rings, spacers, and spline keys by sawing, filing and grinding stock metal.

-- Skill in the adjustment, maintenance, and use of standard hand tools such as files, picks, tweezers, tension wrenches, as well as powered tools common to the trade, such as key duplicating and coding machines, grinders and buffers, stamping machines, electric drills, acetylene torches, soldering irons and brazing torches, bench lathes, and drill presses

-- Ability to apply sound judgment in the selection of commonly used neutralization techniques.

-- Ability to independently interpret and apply technical manuals, manufacturers diagrams and specifications while repairing and testing the locking mechanisms.

#### **Factor 2. Responsibility**

The plumbing worker follows oral and written instructions provided by higher grade worker or supervisor such as work orders and sketches that provide specific information on work to be done. Selects tools, methods, and techniques to use on routine work. Completes and tests work with little review during progress. A higher graded worker or the supervisor gives advice on unusual problems and checks to see that completed work meets requirements of approved trade standards and instructions.

#### **Factor 3. Physical Effort**

The plumbing worker makes repairs and installations from ladders, scaffolding, and platforms, and where the parts of systems worked on are in hard-to-reach places. This requires the employee to stand, stoop, bend, kneel, climb, and work in tiring and uncomfortable positions. The plumbing worker frequently lifts, carries, and sets up parts and equipment that weigh up to 40 pounds unassisted and over 40 pounds with assistance.

#### **Factor 4. Working Conditions**

The work is done inside and outside, and is usually dirty, dusty, and greasy. The plumbing worker is sometimes required to make repairs and installations outside in bad weather. Occasionally makes repairs in areas where bad smelling fumes are present. Occasional exposure to the possibility of broken bones. Frequent exposure to the possibility of scrapes, burns, and infections. May be required to wear safety equipment, such as safety shoes, glasses, gloves, hard hats, and other personal protective equipment.

## V. CLASSIFICATION SUMMARY

## In this position:

Duty A. 5% WG-2805-08 Electrical Worker  
Worker/Intermediate Level

Duty B. 5% WG-4206-07 Plumbing Worker  
Locates and Makes Repairs

---

Duty C. 5% WG-4206-07 Plumbing Worker  
Performs Preventive Inspections

Duty D. 5% WG-4206-07 Plumbing Worker  
Uses Tools

Duty E. 5% WG-4206-07 Plumbing Worker  
Utilizes Safety Practices

Duty F. 5% WG-4607-07 Carpentry Worker  
Performs Minor Construction

Duty G. 5% WG-4607-07 Carpentry Worker  
Utilizes Safety Practices

Duty H. 5% WG-4607-07 Carpentry Worker  
Uses and Maintains Tools

Duty I. 5% WG-4607-07 Carpentry Worker  
Maintains Records

Duty J. 5% WG-5306-05 Air Conditioning Equipment Mechanic Helper  
Assists Mechanics

Duty K. 5% WG-5306-05 Air Conditioning Equipment Mechanic Helper  
Performs More Advanced Work

Duty L. 5% WG-5306-05 Air Conditioning Equipment Mechanic Helper  
Uses Tools

Duty M. 5% WG-5306-05 Air Conditioning Equipment Mechanic Helper  
Performs Shop Work

Duty N. 5% WG-5306-05 Air Conditioning Equipment Mechanic Helper  
Utilizes Safety Practices

Duty O. 5% WG-4804-08 Locksmith  
Plans and Lays Out Work

Duty P. 5% WG-4804-08 Locksmith  
Performs Modifications

Duty Q. 5% WG-4804-08 Locksmith  
Performs Repair

Duty R. 5% WG-4804-08 Locksmith  
Makes New Keys

Duty S. 5% WG-4804-08 Locksmith  
Uses and Maintains Tools

---

Duty T. 5% WG-4804-08 Locksmith  
Practices Safety

OPM FWS Job Grading Standard for Locksmith, WG-4804 dated December 1996, HRCD-2.

The classification criteria are based on the OPM position classification standard for Electrician (2805), TS-55 dated 1989. The criteria used for Helper and Intermediate jobs are OPM job grading standards for Trades Helper Jobs and for Intermediate Jobs (TS-3; November 1968).

OPM Job Grading Standard for Carpenter 4607, TS-61 dated April 1991.

OPM Job Grading Standard for Plumber, WG-4206, TS-6 dated March 1969

OPM Job Grading Standard for Trades Helper Jobs, TS-3 dated November 1968 and for Electrician, WG-5306, TS-17 dated June 1971.

Remarks: The JGS for Trades Helper Jobs describes two types of jobs. This job is developed for use when employees will perform tasks as a means of developing trade skills and gaining knowledge of the trade to move to intermediate and journey levels. This job is not a part of a formal apprentice program and is not targeted to a higher grade. The Helper in this job is assigned to a journey-level worker who works with and instructs in performing duties common to the trade. Advancement depends upon selection for higher graded job.

The job titling, coding, and grading information in this menu are based on the US Job Grading Standard for Maintenance Mechanic, 4749, May 1974 (TS-30), and other information in the US OPM Job Grading System for Trades and Labor Occupations, Part I, Explanation of Job Grading System.

Grade: WG-08